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Executive Registry
66-5366

22 December 1966

MEMORANDUM FOR: Admiral Taylor

Our regulations are seriously deficient in providing adequate policy guidance to personnel who might want to speak publicly or to write for open publication. This is not a simple problem since we have such a wide variety of employees serving under such varying degrees of cover and security.

The attached policy guide was developed by a group which I chaired. It is intended to furnish broad policy guidance and to establish procedures for obtaining clearances and approval in individual cases. While there might be some minor disagreements in wording, in general the principles which it embodies have now been agreed to by appropriate senior representatives of the entire Agency.

This whole problem is so fraught with potential hazards and is of such importance that I think it should be cleared with the Director. Your views and/or comments at this stage of the game would be very much appreciated.

L. K. White

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Attachment

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DRAFT

Policy Guide Governing *Unofficial*
Public Appearances and Open Publication
by CIA Employees

General

This policy guide is intended to assist employees, their supervisors and concerned staffs in reaching decisions on employee requests to speak publicly and to write for open publication in furtherance of private or non-governmental interests.

Within essential limitations imposed by security and propriety, there is ample latitude to permit employees to engage in private, non-governmental activities, to appear in public, to write for publication, to present and publish papers in their professional and academic fields of specialization.

1. INSERT

Given the wide range of Agency activities and the diversity of cover situations among employees, as well as the equally diverse areas of professional and private interests of our employees, it is virtually impossible to present a simple, all-encompassing rule to govern participation in these pursuits. It is possible, however, to set down certain basic principles and criteria against which each case may be evaluated with respect to the employee, the subject matter, and the procedural details. These principles and criteria apply equally to all persons with whom CIA has an employer-employee relationship, to staff employees and staff agents, assignees from other agencies, contract employees and contract agents.

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Policy

a. It is CIA policy to allow public speaking and writing when security and propriety permit [and when such activity is normal to the individual's status as a citizen.] ✓

b. It is CIA policy to foster close relations with the professional world outside the government and, subject to security and propriety, to permit employees to hold memberships in and attend meetings of academic, scientific and professional associations, to participate actively in discussions and in the presentation of papers before such groups.

c. It is CIA policy to permit activities by employees such as public speaking and writing for open publication if there is reasonable assurance (1) that the cover of the individual will not be impaired; (2) that classified information, methods or sources will not be disclosed to unauthorized individuals or groups; and (3) that publicity reflecting adversely upon the Agency will not result.

d. It is CIA policy to permit, ~~when necessary~~ when desired, the identification of an employee with CIA in the making of a public speech or in writing for open publication when such identification is desired, and is in the interests of the Agency and is not in conflict with security considerations. ✓

The Agency Employee

a. The overt employee, with no history of cover, and no foreseeable likelihood of cover in the future, is free to speak or write, provided the speech or article is prepared on his own time and does not

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interfere with his normal duties, and provided other provisions of this guide are satisfied. Within this context, the employee is free to identify himself as an Agency employee. If the medium in which he appears does not normally require such identification, the normal procedure of the medium should be followed.

STAT

Subject Matter

Content:

- a. Speeches or publications on intelligence or intelligence programs, functions or operations of this or any other intelligence agency are prohibited.

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b. Speeches or publications dealing with sensitive foreign policy issues (including military) must be avoided, especially in instances where the subject matter might be construed as a CIA position or opinion. Utterances dealing with foreign governments or with controversial subjects which might embarrass the U. S. Government must also be avoided.

 c. Speeches or publications on matters clearly unrelated to Agency activities -- music, science fiction, horticulture, ceramics for example -- will also be guided by the general principles of this paper.

Security:

The material must be unclassified and drawn from unclassified sources available to other researchers not affiliated with CIA, must not in any way disclose sources or methods unique to intelligence nor relate to responsibilities the author has or may have had which would reveal the classified organization and operation of the Agency.

Propriety:

The subject matter of speeches or publications, and the media used for utterance, must be appropriate, in good taste, and not likely to reflect adversely on the Agency.

Responsibilities

a. The primary responsibility for adhering to the policy and principles set forth lies with the employee, who knows his cover status

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and its adequacy, the source and possible impact of his material and the propriety of its utterance.

b. Following the supervisory chain of command, the Office Head or Operating Official responsible for the employee shall share the responsibility for compliance with the policy and principles set forth in this guide, will provide advice and guidance to the employee, and will recommend, as appropriate, approval or disapproval of the activity for which the employee has requested approval.

c. The Director of Security will next review the request, as currently required by regulations, and make his recommendations.

d. The Assistant to the Director of Central Intelligence is the final approving authority in routine cases.

e. In the event there is a conflict or lack of agreement between the Office Head (or Operating Official) concerned, the Office of Security or the Assistant to the DCI, the case will be referred to a panel, consisting of each Deputy Director or his designee and chaired by the Executive Director. Those cases not resolved by the panel will be referred to the DDCI.

Exceptions

Requests for exceptions to these statements of policy will be considered but must be supported by appropriate documentation.

Procedures

a. Requests to engage in the stated private, non-governmental activities will be prepared in memorandum form (replacing the Outside

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Activity Approval Request form for this purpose). Memoranda will set forth the pertinent data (identification of the meeting and the nature of the employee's participation, or the publisher or medium as applicable) together with explanation and description which will brief approving officers on the background and context of the activity.

b. Requests will be forwarded, with copies of the speech, paper or manuscript concerned (if ready, otherwise to follow when ready) to the Office Head (or Operating Official) concerned -- or to his Deputy -- who will endorse the request appropriately and forward the request and material to the Office of Security.

c. Under these procedures, the employee and his Operating Office will provide a fuller account in writing of the nature and circumstances of the activity for which approval is sought and, thus, give the Office of Security and the Assistant to the DCI more particulars and counsel than heretofore. These procedures will permit, when required, preliminary approval to engage in an activity -- prior to the preparation and submission of a pertinent manuscript. Of necessity, final approval will be contingent upon further concurrences and the review of the manuscript.

Appropriate revisions of regulations will be made in due course.

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d.:

Agency employees are reminded that the
the Agency has proprietary rights over
information and/or opinions derived and
developed by an employee by virtue of
his Agency employment.

TRANSMITTAL SLIP		DATE <u>29</u> June 1967
TO: Deputy Director for Support		
ROOM NO. <u>7 D 18</u>	BUILDING <u>HQ</u>	
REMARKS: <p style="text-align: center;">Would you please publish this at your earliest convenience.</p>		
FROM: <u>/s/ LKW</u>		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)